

# **PERSONNEL SERVICES BRANCH**

Work Center: In/Out Processing  
Installation: Fort Belvoir, VA  
Office Hours: 0730-1530 Monday-Fridays; Wednesday 1300-1530

Location: Bldg 213, 2<sup>nd</sup> Floor  
Phone: (703) 805-5575/5542/5531

## **TO OUTPROCESS, PLEASE BRING THE FOLLOWING DOCUMENTS:**

- DA Form 31 (Request for Leave) Sign by Commander
- Unit Clearance Papers
- Overseas Only (Anti Terrorism Brief Certificate or Memo)  
at <http://at-awareness.org>
- 1 Copy of Orders
- Installation Clearing Papers (DA Form 137-2)

**(ALL SOLDIERS MUST BE IN DUTY UNIFORM)**

## **FINAL OUT-PROCESSING APPOINTMENT**

**DATE** \_\_\_\_\_ **TIME** \_\_\_\_\_  
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Work Center: DPTMS (Security) Bldg: 269, room 129  
Installation: Fort Belvoir Phone: 805-4006/ 4015  
Office Hours: 0730-1500 Monday-Fridays  
To out-process, bring the following documents: 1 Copy of orders  
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Work Center: Transportation Bldg 1466, Brown Bldg Gunston Rd  
Installation: Fort Belvoir Phone: 806-4900  
Office Hours: 0900-1600 Monday-Fridays  
To out-process, bring the following documents: 1 Copy of orders  
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Work Center: ACS/AER Bldg 200, 9800 Belvoir Road  
Installation: Fort Belvoir Phone: 805-4590  
Office Hours: 0730-1630 Monday-Fridays  
To out-process, bring the following documents: 1 Copy of orders  
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Work Center: CIF Bldg 766, Tracy Loop (DOL)  
Installation: Fort Belvoir Phone: 806-3070/2038  
Office Hours: 0700-1430 Monday-Thursdays  
To out-process, bring the following documents: 1 Copy of orders  
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Work Center: Dental Clinic Bldg 1099, 12<sup>th</sup> Street & Hannah  
Installation: Fort Belvoir Phone: 806-4393  
Office Hours: 0730-1600 Monday-Fridays  
To out-process, bring the following documents: 1 Copy of orders  
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**Work Center: Education Center      Bldg 1017, Belvoir Road**  
**Installation: Fort Belvoir              Phone: 805-9264**  
**Office Hours: 0730-1630              Monday-Fridays**  
**To out-process, bring the following documents: 1 copy of orders**  
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**Work Center: Medical/Tricare      Dewitt Hospital**  
**Installation: Fort Belvoir              Phone: 805-0225**  
**Office Hours: 0730-1600              Mondays – Fridays**  
**Office Hours: 0830-1630              Thursdays**  
**To out-process. Bring the following documents: 1 copy of orders**  
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**Work Center: Finance                      Bldg 219, 1<sup>st</sup> Floor**  
**Installation: Fort Belvoir              Phone: 805-2153/ 4221**  
**Office Hours: 0800-1500              Monday-Friday, Closed on Wed**  
**2 copies of orders and Leave Form (DA Form 31)**  
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**Work Center: Library                      Bldg: 1024, 12<sup>th</sup> Street**  
**Installation: Fort Belvoir              Phone: 806-3323**  
**Office Hours: 1000-1900              Monday-Thursdays**  
**Office Hours: 0900-1800              Fridays**  
**Office Hours: 0830-1700              Saturdays**

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**Work Center: Vehicle Registration      Tulley Gate, Bldg. 1409**  
**Installation: Fort Belvoir              Phone: 806-3075/ 4891**  
**Office Hours: 0500-1900              Mondays-Fridays**  
**Office Hours: 0700-1900              Saturdays & Sundays**  
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**Work Center: PDHRA South Post Clinic, Bldg 1467 Gunston Road**  
**Installation: Fort Belvoir              Phone: 806-3396**  
**Office Hours: 0700 - 1530              Mondays – Fridays**  
**Office Hours: 0700 – 1200              Thursdays**  
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**Work Center: Staff Judge Advocate      Bldg 257, Belvoir Road**  
**Installation: Fort Belvoir              Phone: 805-2856**  
**Office Hours: 0700 – 1600              Mondays – Fridays**  
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**Work Center: Housing                      Bldg. 2105A, 21<sup>st</sup> Street**  
**(DPW Barracks Manager)**  
**Installation: Fort Belvoir              Phone: 806-0489**  
**Office Hours: 0615-1600              Mondays – Fridays**  
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